



Washington State
Department of
Commerce

FFY 2020 Justice Assistant Grant Application

May 2020

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Assistant Director

This application package is provided for legislative and public input at least 30 days prior to submission.

Please submit comments to Bill.Johnston@commerce.wa.gov prior to May 8, 2020.

**FFY 2020 JUSTICE ASSISTANCE GRANT APPLICATION
WASHINGTON STATE**

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DISCLOSURE AND JUSTIFICATION OF HIGH RISK STATUS

The Washington Department of Commerce is not considered a High Risk Applicant.

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EVALUATION INDEPENDENCE AND INTEGRITY

There are five primary components of the state's evaluation program, which are performed or coordinated by two individuals. They are:

Coordinated by Program Evaluator
Hired through the State Patrol

- Peer Review Evaluation
- Peer Review Follow-Ups
- Self-Assessments

Performed by Department of commerce's
Program Manager

- Administrative/Compliance Monitoring
- Report & Application Analysis

The Program Evaluator is contracted for, and hired through the Washington State Patrol. The rationale for this is that the individual must be fully cognizant of the challenges faced by law enforcement, and must be able and trusted to review local case and investigative files without prior redaction of key data – this is not a function that Department of Commerce personnel can generically perform. The Department of Commerce declined to participate in the Washington State Patrol's selection process other than providing input into the job description and performance expectations. The Washington State Patrol conducted public application solicitation and competitive selection of qualified applicants.

Though the evaluator is personally acquainted with practically every task force supervisor and coordinator, as well as many of the members of the task forces' executive boards, the structure of the work precludes a conflict of interest in several ways. The Peer Review Team's members each complete several functional area checklists, which they in turn brief to the entire team. The evaluator after completion of the last team meeting briefs representatives of the task force's executive board in the presence of most if not all of the peer review team members, so change of the team's conclusions would be immediately obvious. The same control affects the written reports - as the executive board has already been briefed on the team's conclusions changes of the issues requiring written response would again be obvious.

The Department of Commerce's Program Manager participates in all of the Peer Review Teams, and in addition to reviewing certain functions of the task force, participates in all team briefings and discussions of its observations, recommendations and findings. Though the program manager does not record case specifics he does note the category and severity of each significant comment and tracks the evaluator's briefing to the executive board with that information in front of him. Furthermore actually labelling any issue a finding (requiring written response) is the call of the program manager, which serves as another check on the evaluator who delivers the team's observations.

The Program Manager is also limited by a number of factors. First he is subject to state law which prohibits subsequent employment by parties over which he exercised contractual or fiscal authority.

The second is that every evaluation function he performs is based upon the data/performance of the contractor which is known, and in many cases prepared by, the contractor. Analysis of individual task force performance data, raw data as well as the analysis results, is provided to the task forces several times during the year and is open to public review at any time.

The program manager also walks his supervisor through the preparation of randomly selected samples of each report generated, and through all the data supporting any adverse decision. (Adverse decisions include monitoring and peer review findings, imposition of special conditions, shift of a contractor to a reduced funding group, or withholding or termination of funding).

The program manager's supervisor also approves the administrative compliance monitoring plan for each year, as well as significant deviation from that plan.

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

Edward Byrne Justice Assistance Grant Program FY 2020 State Solicitation

**Certifications and Assurances
by the Chief Executive of the Applicant Government**

On behalf of the applicant "State" named below, in support of that State's application for an award under the FY 2020 Edward Byrne Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant State named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant State. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant State.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the State (e.g., the State legislature), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant State will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

Signature of Chief Executive of the Applicant "State"

Date of Certification

Printed Name of Chief Executive

Title of Chief Executive

Name of Applicant State

This Certification to be Completed Prior to Award Acceptance

**FFY 2020 JUSTICE ASSISTANCE GRANT APPLICATION
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Communications with Homeland Security

This Section to be Completed Prior to Submission

FFY 2020 JUSTICE ASSISTANCE GRANT APPLICATION
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STRATEGIC PLAN

The state strategic plan to reduce crime, and address the abuse of opiates and other drugs is controlled directly by the state legislature, and is based upon its funding decisions of well researched public policies that can with a high degree of certainty, lead to better statewide outcomes coupled with more efficient use of taxpayer dollars.

The Washington State Institute for Public Policy (WSIPP) has been tasked to identify evidenced-based policies for many of the component areas of criminal justice, including:

- Benefit-cost analysis
- Criminal justice: Adult corrections
- Criminal justice: Juvenile justice
- Health care
- Inventories
- Mental health
- Prevention
- Public health
- Substance abuse

Its three step-research approach is based upon:

- What Works? What Doesn't?
- What Makes Economic Sense?
- What is the Risk in the Benefit-Cost Findings?

WSIPP conducts numerous studies of issues relevant to the criminal justice every year at legislative direction, so the considerations upon which the state legislature may base its funding decisions is constantly evolving.

Legislative policy decisions may be statewide, funding of state agency controlled initiatives, or funding of regional initiatives to address issues of state concern in specific areas when the issue has either not grown to the point that statewide action is required, when either the funding needed to address the issue on a statewide basis is not available, or when additional information is needed to develop promising initiatives.

A rather unusual component of the statewide strategy is that the legislature does not normally address local law enforcement. The government structure of the state is such that the counties are considered responsible of local law enforcement and criminal justice, and the state is not generally not responsible for such local law enforcement/criminal justice unless it is clear that the issue is beyond the capacity of local law enforcement to address the issue. This is partially offset by dedicating non-state grant programs such as the Justice Assistance Grant, Violence Against Women, and Victims of Crime Act to address those issues not falling upon the

legislature by jurisdictional philosophy or funding capacity. Each of these grant programs are managed by a state agency acting upon the recommendations of a grant specific advisory board.

Criminal justice issues normally fall within the purview of the Justice Assistance Grant, the Department of Commerce, and the Justice Assistance Grant Advisory Committee (the JAG Committee).

The JAG Committee is comprised of representatives of as many different disciplines/interests of the greater criminal justice community as can be recruited. Its membership is comprised of Non-Profit, City, County, State, Federal (non-voting) and Tribal members representing law enforcement, prosecution, public defense, adult and juvenile treatment and intervention, adult and juvenile corrections, and the courts.

The strategy for the JAG Advisory Committee is to fund the program or programs delivering the greatest overall potential benefit to the state. In assessing the overall benefits of a proposal, the committee reviews feasibility, implementation obstacles, extent of impact, duration of impact, and spin of benefits (reinforcement of other initiatives). In this process the committee emphasizes those program areas without other dedicated state/federal funding streams as indicated by the most recent gap analysis, and the probability of generating meaningful impact using only grant and supporting local funds. In regard to generating impact with only grant and local funds, the formula cap on funding state agency managed projects is the primary eliminator of proposals for state agency implementation.

Staff conducts periodic funding/gap analysis of the various disciplines of the criminal justice system, and provides information on the state/federal funding of the programs/ initiatives within each gap to the Advisory Committee. The JAG Committee normally limits itself to the selection of the program(s) and funding levels, though it may specify a particular agency to implement its recommendation when it is known that only one agency has the necessary knowledge and capacity to implement the selected program (e.g. the State Patrol which manages the crime labs, including DNA analysis and fingerprint submissions for the state, and is the only agency capable to reducing the backlogs in the processing drug samples and rape kits).

The Department of Commerce (Commerce) as the JAG State Administering Agency is responsible for:

- Conducting competitive selection of individual projects to implement the Committee's recommendations,
- Verifying the eligibility, and compliance individual projects with federal and program eligibility requirements and program models,
- Researches the reporting information for the program types to be funded,
- verifies the capacity of and willingness of applicant agencies to collect and submit grant and program data for quarterly and end of award reporting,
- Processing data collected from implementing projects and third parties for submission of grant reporting requirements, verify continuing eligibility, and implementation of best practices within the program's discipline.

Commerce continually faces problems accessing the overall impact of JAG related programs in terms of the program impact on the underlying issues being addressed. The most common challenge is usually determining the impact of just the funded project in an environment of multiple, overlapping programs, all addressing the same or related issues. Second is outcome assessment without a control group; accessing the impact of widespread (statewide) programs is difficult as denying a viable project funds in order to have a control group is not a politically viable option. Third is not being able to control all project actions when working in the primary area of interest of another agency (e.g. forcing adequate emphasis in drug court's case management when another agency controls the actual treatment/services to be offered the offenders referred to the court).

Annual Report – Implementation of the Strategic Plan

Circumstances impacting the criminal justice system of the state:

- The legislature's capacity to address the statewide needs of the numerous programs impacting the overall criminal justice system has improved with resolution of a durable funding mechanism of public education (a state constitutional priority).
- Increased funding for some of the disciplines in the greater criminal justice system (VOCA, VAWA funding increase).
- The statewide needs/gap analysis was not conducted on schedule, and the adequacy of the prior analysis has lost some of its relevance.
- Increase in the opiate and fentanyl abuse, and overdoses.
- Curtailment of all regional drug-gang task forces due to almost two years delay in the release of JAG funds, the primary non-local funding of these projects, individually and statewide. This has disrupted officer assignment/replacement, training, virtually eliminated buy funds as dedicated funding was diverted to maintaining personnel, suspension of organized external networking and program evaluation.
- Elimination of routine meetings of the JAG Advisory Committee during the last two years due to the lack of funding to be managed.

Assessment of Need:

A gap analysis is normally conducted every two years, with each discipline identified being surveyed for innovative projects needing funding, inadequate funding for current initiatives, and how those needs relate to existing funding sources.

Goal Assessment:

For all intents and purposes there has been no review of goals/accomplishments in the suspension of JAG funding during the past two years.

Strategic Plan Impact on Allocation:

There has been no funding decisions during the previous year due to the suspension of funds caused by the imposition of inappropriate special conditions of the JAG'18 and '19 awards.

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION			
Legal Name Washington Department of Commerce		Organizational Unit Community Services and Housing Division	
Address 1011 Plum Street SE PO Box 42525 Olympia, Washington 98504-2525		Name and telephone number of the person to be contacted on matters involving this application Johnston, William (360) 725-3030	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 91-0824820		7. TYPE OF APPLICANT State	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA TITLE: Edward Byrne Memorial Justice Assistance Grant Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Washington State Justice Assistance Grant FFY 2020	
12. AREAS AFFECTED BY PROJECT Statewide			
13. PROPOSED PROJECT Start Date: October 1, 2020 End Date: September 30, 2024		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project WA01 WA02 WA03 WA04 WA05 WA06 WA07 WA08 WA09 WA10	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$3,496,305	Program has not been selected by state for review	
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
TOTAL	\$3,496,305	N	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.			

Estimated Funding is a Projection Based upon Comparison
of Congressional FFY 2019 and 2020 Budgets

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Project Identifiers:

Drugs
Gangs
System Improvement
Evaluation

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PROGRAM NARRATIVE

Description of the Issue

Strategy/Funding Priorities:

The strategy/funding priorities for the FFY 2020 Justice Assistance award in Washington State are:

- Multi-Jurisdictional Narcotics Task Forces. The entirety of the pass-thru grant funds after the mandatory 3% for NIBRS set-aside is dedicated to the task force program,
- National Incident Based Reporting System (NIBRS) upgrades,
- Evaluation, and
- Administration.

Sub-Grant Award Process

There are eighteen locally groupings of cities and counties capable of staffing multi-jurisdictional narcotics task forces to our state's program standards, and another which may be capable. We will verify the eligibility of each to receive federal funds and comply with program standards, and evenly distribute the allocated funds between those eligible.

The sub-award for the National Incident Based Reporting System (NIBRS) Upgrades project will be offered to the Washington Association of Sheriffs and Police Chiefs, which is the state's Uniform Crime Reporting/National Incident Based Reporting System coordinating agency.

The sub-award process requires an application from each sub-recipient which is designed to verify sub-recipient eligibility and capability to comply with all national and state eligibility and performance standards, following which the sub-award documents will be executed.

Timeline:

Review of Performance Management Tool reporting datum	April 2020
Preparation of sub-award application packages	April 2020
Completion of pre-screening of projected applicants	May 2020
Release of sub-award application packages	June 1, 2020
Local processing of sub-award applications	June 1 – July 15, 2020
Due date of sub-award application packages	July 15, 2020
Review and approval of submitted application packages	July 1 – 30, 2020
Sub-award start date*	October 1, 2020
Release of sub-award documents*	October 1, 2020
Local execution of sub-awards*	October 1-31, 2020
State execution of sub-awards*	October 1 – November 15, 2020
1 st quarter program activity reports due/PMT Submission	January 15, 2021/January 30, 2021
2 nd quarter program activity reports due/PMT Submission	April 15, 2021/April 30, 2021
3 rd quarter program activity reports due/PMT Submission	July 15, 2021/July 30, 2021
End of sub-award performance period	September 30, 2021
4 th quarter program activity reports due/PMT Submission	October 15, 2021/October 30, 2021

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*State law prohibits offering awards for which the funds have not been received. If the execution of the federal award is earlier, release of the sub-awards and execution may also be earlier, as will be the sub-award start date.

Project Design and Implementation

Stakeholder Engagement – Selection of Justice Assistance Grant Advisory Committee Members is key to stakeholder engagement. Every component of the criminal justice system is solicited for a representative to participate in the committee. These individuals are normally leaders with their discipline, and active with their home communities' efforts to address the challenges to the criminal justice system, and that they will bring all of this background to the committee's deliberations. A key element to understanding the advisory committee is that to the maximum extent possible, its members are not drawn from the state agencies which are stakeholders in the criminal justice system, but from working professionals within the various disciplines involved in the greater criminal justice system.

The JAG Advisory Committee is comprised of representatives of the following interest and stakeholder groups. Many of these groups' active leadership constitute the representation of regional associations and interest groups.

- Office of the Governor
- Washington State Association of Counties: County Commissioners
- Washington Association of Prosecuting Attorneys: Prosecution
- Washington Defender Association: Indigent Defense
- Washington Administrative Office of the Courts
- Washington Association of Sheriffs & Police Chiefs: One Sheriff, one Police Chief
- Violent Crime Victims Services: Victims
- County Human Services: Crime prevention
- Public Health Services: Treatment and Intervention
- Washington State Department of Corrections
- Washington State University: Representing multiple disciplines and interests
- United States Attorney's Offices: Non-voting member
- Washington State Department of Commerce: Administration, grant management, requested data and analyses

The committee works with a number of data sources to identify the priority programs for funding. These include a bi-annual gap analysis, analysis and reports of the Washington State Institute for Public Policy (WSIPP) when relevant, concept proposals submitted by local government and organizations, and public comment presented before the committee.

Capabilities and Competencies

Program staff solicit information on current trends, programs and most importantly program and service gaps from each of the state agencies with a role in any component of the criminal justice system. Any of these agencies is able to submit a concept proposal to the committee.

Additionally WSIPP's analysis and reports for the three year period before the next committee meeting are reviewed by staff for relevant recommendations, identified gaps, and key decision factors.

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This information is provided to the committee along with the concept proposals received for their individual review between two weeks and a month before the committee meetings.

Funding Priority and Funding Selection Criteria

- Is the service gap or proposal allowable within award constraints (VPN cap on state/non-profit sub-awards)?
- Does the service gap or proposal have another primary non-local funding stream?
- Statewide impact or pilot suitable for general replication elsewhere in the state?
- What has the greatest overall impact on the state?

Plan for Collecting and Submitting Performance Measurement Data

The SAA conducts a pre-contracting review of the Performance Management Tool (PMT) and other reporting and data requirements of the Justice Assistance Grant every year while preparing project sub-award application packages. All relevant PMT performance measures are incorporated in our Periodic Activity Report (quarterly). These performance measures are then incorporated in both the sub-award application packages and the sub-award contract templates.

All sub-recipients are required to submit a PAR by the middle of the month, following the end of each calendar quarter. Upon receipt of each sub-recipient's report, the data is reviewed for completeness, and several validity checks are made for report consistency and accuracy. Those data elements required for the PMT are entered into that system. Should a sub-recipient's report not be received in time for the SAA to enter it into the PMT in timely fashion, the sub-recipient is deemed to be out of compliance, and is denied reimbursement for that quarter.

Project Evaluations

Project evaluations intended to generate internal improvements and to meet Office of Justice Program's evaluation and data reporting requirements. No individual data related to research is collected or reviewed.

Multi-Jurisdictional Narcotics Task Force evaluation is primarily conducted by review of project applications, reports, and Peer Review Evaluations. Peer Review Evaluations are coordinated by a contracted evaluator who schedules the reviews, coordinates volunteers knowledgeable of the work being performed and categorically authorized access to law enforcement sensitive records, and a representative of the State Administering Agency, and documents the evaluation teams' recommendations and findings.

The National Incident Based Reporting System upgrade project will be evaluated by the State Administering Agency based upon reports from and interviews with the sub-awardee. Progress will be assessed by comparison of before and after status in complying with national NIBRS standards and PMT reporting datum.

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Control Numbers and Percentages	Category	Local	State & Other	Total	Allocation Percentage	
	Administration	\$236,954	\$7,940	\$244,894	7.00%	< 10% Admin Max
	Evaluation	\$259,534	\$524	\$260,058	7.44%	
	PassThrough			\$2,991,353		
	Drug/Gang Task Forces	\$2,886,463			82.56%	> 65.8% VPT Min
	NIBRS		\$104,890		3.00%	=3% NIBRS Min
		\$3,382,951	\$113,354	\$3,496,305	100.00%	Control %s
		96.76%	3.24%			

I - Administration

A. Personnel

Name	Position	Computation						
		Salary	Rate	Time Worked	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Rick Torrance	Unit Manager	\$92,772	yearly	1	30%	\$27,832		\$27,832
Bill Johnston	Com Spec 4	\$74,139	yearly	1	62%	\$45,966		\$45,966
Vacant	Com Spec 3	\$71,040	yearly	1	43%	\$30,547		\$30,547
Kelly Tracey	Admin Asst 3	\$39,336	yearly	1	30%	\$11,801		\$11,801
Spenser Good	Budget Analyst 4	\$69,240	yearly	1	29%	\$20,080		\$20,080
Total(s)					194%	\$136,226		\$136,226
					1.94 FTE			

Narrative

Unit Manager - Managers the unit administering the Justice Assistance Grant program, oversees the Commerce Spec 4 (Program Manager), and the unit support services provided the program.
Com Spec 4 - The lead Program Manager prepares the grant application, oversees subawardee selection and contracting, conducts initial and continuous eligibility of subawardees to receive federal funds and project compliance, approves payments to subawardees, participates in the project's Peer Review Program, manages the Performance Management Tool and Grant Management System reporting, training and performance of the Commerce Spec 3 (in training to manage JAG program), and other duties to administer the JAG program.
Com Spec 3 - The program manager in training to take over the JAG program, including on-site participation in the Peer Review program.
Admin Asst 3 - Oversees the administrative support provided the JAG program.
Budget Analyst 4 - Provides budget and fiscal oversight and support of the JAG program at the division level.

B. Fringe Benefits

Name	Computation				
		Rate	Total Cost	Non-Federal Contribution	Federal Request
Retirement	\$136,226	5.30%	\$7,220		\$7,220
OASI	\$136,226	6.10%	\$8,310		\$8,310
Medicare	\$136,226	1.40%	\$1,907		\$1,907
Med Aid and Industrial	\$136,226	0.50%	\$681		\$681
Health Insurance	1.94 FTE	\$850	\$1,649		\$1,649
Total(s)			\$19,767		\$19,767

Narrative

Each fringe benefit is required by federal or state law, or collective bargaining agreement. State standard rates apply.
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C. Travel

Purpose of Travel	Location	Type of Expense	Basis	Computation						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
Finacial Management Training	Olympia-SeaTac Airport	Shuttle	Round Trip	\$116	1	2	1	\$232		\$232
Finacial Management Training	Washington DC	Taxi	Round Trip	\$70	1	2	1	\$140		\$140
Finacial Management Training	Washington DC	Meals	Day	\$57	5	2	1	\$570		\$570
Finacial Management Training	Washington DC	Lodging	Night	\$240	4	2	1	\$1,920		\$1,920
Finacial Management Training	SeaTac Airport - Washington DC	Airfare	Round Trip	\$1,316	1	2	1	\$2,632		\$2,632
Total(s)								\$5,494		\$5,494

Narrative

For both the lead and in-training program managers to attend Grant Financial Management Training and meet the federal state policy advisor.

D. Equipment

Item	Computation				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Laptop Computer Package	1	\$2,359	\$2,359		\$2,359

Narrative

Primary computer for the Com Spec 3. Package consists of a laptop, docking station, stylist pen, carry bag, hardware support warranty, one battery (agency standard package).

E. Supplies (Goods & Services)

Item	Computation					
	# of Items	Basis (FTE)	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Computer Accessories	1		\$367	\$367		\$367
Cell Phone	2		\$226	\$452		\$452
Data Processing Services		1.94	\$2,208	\$4,284		\$4,284
Software Licenses		1.94	\$480	\$931		\$931
Communications		1.94	\$528	\$1,024		\$1,024
Archives and Records Management		1.94	\$48	\$93		\$93
Personnel Services		1.94	\$144	\$279		\$279
Rent and Utilities		1.94	\$9,804	\$19,020		\$19,020
Total(s)				\$26,450		\$26,450

Narrative

Computer accessories (Keyboard, Mouse & 2 Monitors, Headset with microphone) for the new Com Spec 3 (Agency standard package).

Cell phones for use during on-site monitoring and peer review evaluations, one each for the lead and in-training program managers.

Data Processing Services, includes trouble shooting, file management, data backup, and internet (per FTE agency standard charge).

Software licenses for agency standard computer applications (per FTE agency standard fee).

Communications - PBX/desktop phones, includes tele-conferencing, call waiting, messages, forwarding (per FTE agency standard charge).

Archives and Records Management (per FTE agency standard charge).

Personnel Services - Collective bargaining and Enterprise Services (per FTE State standard charge).

Rent and Utilities - includes rent, utilities and furniture rental (per FTE agency stanard charges).

F. Construction

Purpose	Description of Work	Computation				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				0		0

G. Subawards

Description	Purpose	Consultant			
			Total Cost	Non-Federal Contribution	Federal Request
			0		0

H. Procurement Contracts

Description	Purpose	Consultant			
			Total Cost	Non-Federal Contribution	Federal Request
			0		0

I. Other Costs

Description	Purpose	Consultant			
			Total Cost	Non-Federal Contribution	Federal Request
			0		0

J. Indirect Costs

Description	Computation				
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
	\$155,993	0.35	\$54,598.00		\$54,598.00

Narrative

HUD approved indirect rate, .35 of combined salaries & benefits ([\$136,226 + \$19,767] x .35] (see indirect rate attachment).

I - Administration
Summary

	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
A. Personnel	\$136,226		\$136,226
B. Fringe Benefits	\$19,767		\$19,767
C. Travel	\$5,494		\$5,494
D. Equipment	\$2,359		\$2,359
E. Supplies (Goods & Services)	\$26,450		\$26,450
F. Construction	0		\$0
G. Subawards	0		\$0
H. Procurement Contracts	0		\$0
I. Other Costs	0		\$0
J. Indirect Costs	\$54,598.00		\$54,598
Total(s)	\$244,894.00		\$244,894.00

II - Evaluation

A. Personnel

Name	Position	Computation						
		Salary	Rate	Time Worked	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Bill Johnston	Com Spec 4	\$74,139	yearly	1	28%	\$20,759		\$20,759
Vacant	Com Spec 3	\$71,040	yearly	1	57%	\$40,493		\$40,493
Total(s)					85%	\$61,252		\$61,252
					0.85 FTE			

Narrative

Com Spec 4 - The lead Program Manager prepares the grant application, oversees subawardee selection and contracting, conducts initial and continuous eligibility of

Com Spec 3 - The program manager in training to take over the JAG program, including on-site participation in the Peer Review program.

B. Fringe Benefits

Name	Computation				
		Rate	Total Cost	Non-Federal Contribution	Federal Request
Retirement	\$61,252	5.30%	\$3,246		\$3,246
OASI	\$61,252	6.10%	\$3,736		\$3,736
Medicare	\$61,252	1.40%	\$858		\$858
Med Aid and Industrial	\$61,252	0.50%	\$306		\$306
Health Insurance	0.85 FTE	\$850	\$723		\$723
Total(s)			\$8,869		\$8,869

Narrative

Each fringe benefit is required by federal or state law, or collective bargaining agreement. State standard rates apply.

C. Travel

Purpose of Travel	Location	Type of Expense	Basis	Computation						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
Staff Travel	Peer Review Participation	Tolls & Parking		\$6	2	1	3	\$36		\$36
Staff Travel	Peer Review Participation	Meals	Day	\$60	4	2	8	\$3,840		\$3,840
Staff Travel	Peer Review Participation	Lodging	Night	\$100	3	2	8	\$4,800		\$4,800
Staff Travel	Peer Review Participation	Vehicle	Mileage	\$0.13	165	1	8	\$172		\$172
Staff Travel	Peer Review Participation	Vehicle	Day	\$28	4	1	8	\$896		\$896
Volunteer Peer Review Team Travel	Peer Review Participation	Meals	Day	\$60	4	3	8	\$5,760		\$5,760
Volunteer Peer Review Team Travel	Peer Review Participation	Lodging	Night	\$100	3	3	8	\$7,200		\$7,200
Volunteer Peer Review Team Travel	Peer Review Participation	Vehicle	Mileage	\$0.58	195	3	8	\$2,691		\$2,691
Total(s)								\$25,395		\$25,395

Narrative

Planning on eight overnight Peer Reviews, with both the lead and in-training program manager participating, sharing one vehicle.

Staff Travel:

Vehicle costs are at the state motorpool standard rate.

Only three on-site visits require use of a toll bridge and/or paid parking.

Meal and lodging costs are averaged across the highest priority Peer Review sites.

Peer Review Team Volunteer Members:

Three volunteers per Peer Review.

Mileage rate is \$.575 per mile, the average distance between volunteer's work location and their designated Peer Review site is 195 Miles round trip.

Lodging and Per Diem is calculated the same as Staff Members (average local rates x 3 nights lodging ea, and 4 days per diem ea)

D. Equipment

Item	Computation				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0

E. Supplies (Goods & Services)

E. Supplies (Goods & Services)						
Item	Computation					
	# of Items	Basis (FTE)	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0

F. Construction

Purpose	Description of Work	Computation				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0

G. Subawards

Description	Purpose	Consultant			
			<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
Peer Review Coordinator	To coordinate and lead the Peer Reviews of contracted task	Yes	\$140,000		\$140,000

Narrative

A coordinator with extensive drug law enforcement at multiple levels is required to maintain the trust and confidence of the operations being evaluated, and to recruit peer review experienced volunteers for each Peer Review team. The coordinator ensures that multiple team members are categorically authorized access to confidential law enforcement information and have backgrounds lending understanding to the nuances and operational policies and practices of the evaluated task forces. The coordinator further ensures participation by a representative of the State Administering Agency on evaluation team, and prepares written summaries of the Peer Review teams findings and recommendations.

H. Procurement Contracts

Description	Purpose	Consultant			
			<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			0		0

I. Other Costs

Description	Purpose	Consultant			
			<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			0		0

J. Indirect Costs

Description	Computation				
	<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$70,121	0.35	\$24,542.00		\$24,542.00

Narrative

HUD approved indirect rate, .35 of combined salaries & benefits (see application attachment).

II - Evaluation**Summary**

	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
A. Personnel	\$61,252		\$61,252
B. Fringe Benefits	\$8,869		\$8,869
C. Travel	\$25,395		\$25,395
D. Equipment	\$0		\$0
E. Supplies (Goods & Services)	\$0		\$0
F. Construction	0		\$0
G. Subawards	\$140,000		\$140,000
H. Procurement Contracts	0		\$0
I. Other Costs	0		\$0
J. Indirect Costs	\$24,542.00		\$24,542
Total(s)	\$260,058.00		\$260,058.00

III - PassThrough

A. Personnel	Total Cost	Non-Federal Contribution	Federal Request
	\$0		\$0

B. Fringe Benefits	Total Cost	Non-Federal Contribution	Federal Request
	\$0		\$0

C. Travel	Total Cost	Non-Federal Contribution	Federal Request
	\$0		\$0

D. Equipment	Total Cost	Non-Federal Contribution	Federal Request
	\$0		\$0

E. Supplies (Goods & Services)	Total Cost	Non-Federal Contribution	Federal Request
	\$0		\$0

F. Construction	Total Cost	Non-Federal Contribution	Federal Request
	\$0		\$0

G. Subawards

Description	Purpose	Consultant	Total Cost	Non-Federal Contribution	Federal Request
Multi-Jurisdictional Narcotics Task Forces	Allow regional task forces to investigate and prosecute drug,	No	\$2,886,463		2886463
National Incident Based Reporting System	Upgrade both individual jurisdictions and the state level	No	\$104,890		\$104,890
Total(s)			\$2,991,353		\$2,991,353

Narrative

All 17 of the locally controlled Multi-Jurisdictional Narcotics Task Forces are funded under this sub-award grouping. These grants are authorized by 34 U.S.C. § 10152(1)((A),(E). These sub-awards equate to 82.56% of the total award, well in excess of the 65.8% Variable Pass-Through minimum.

The National Incident-Based Reporting System (NIBRS) project is intended to assist the Washington Association of Sheriffs and Police Chiefs (state criminal history reporting agency) and its member agencies come into compliance with FBI reporting standards.. This grants are authorized by 34 U.S.C. § 10152(1)((F), and is 3.0% of the total award.

H. Procurement Contracts	Total Cost	Non-Federal Contribution	Federal Request
	\$0		\$0

I. Other Costs	Total Cost	Non-Federal Contribution	Federal Request
	\$0		\$0

J. Indirect Costs	Total Cost	Non-Federal Contribution	Federal Request
	\$0		\$0

III - PassThrough

Summary

	Total Cost	Non-Federal Contribution	Federal Request
A. Personnel	\$0		\$0
B. Fringe Benefits	\$0		\$0
C. Travel	\$0		\$0
D. Equipment	\$0		\$0
E. Supplies (Goods & Services)	\$0		\$0
F. Construction	0		\$0
G. Subawards	\$2,991,353		\$2,991,353
H. Procurement Contracts	0		\$0
I. Other Costs	0		\$0
J. Indirect Costs	\$0.00		\$0
Total(s)	\$2,991,353		\$2,991,353

Budget Summary

	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
A. Personnel	\$197,478		\$197,478
B. Fringe Benefits	\$28,636		\$28,636
C. Travel	\$30,889		\$30,889
D. Equipment	\$2,359		\$2,359
E. Supplies (Goods & Services)	\$26,450		\$26,450
F. Construction	0		\$0
G. Subawards	\$3,131,353		\$3,131,353
H. Procurement Contracts	0		\$0
I. Other Costs	0		\$0
J. Indirect Costs	\$79,140		\$79,140
Total(s)	\$3,496,305		\$3,496,305

**FFY 2020 JUSTICE ASSISTANCE GRANT APPLICATION
WASHINGTON STATE**

INDIRECT RATE AGREEMENT

STATE AND LOCAL GOVERNMENTS RATE AGREEMENT

EIN:

DATE: 06/04/2019

ORGANIZATION:

FILING REF.: The preceding
agreement was dated
04/16/2018

Washington Dept. of Commerce
1011 Plum Street SE
PO Box 42525
Olympia, WA 98504-2525

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2017	06/30/2018	22.20 (1)	All	All Programs
FINAL	07/01/2017	06/30/2018	0.25 (2)	All	All Programs
PROV.	07/01/2018	06/30/2021	35.00 (3)	All	All Programs

*BASE

(1) Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), contractual services, contractual purchased services, and pass-through grants.

(2) Contractual services, contractual purchased services, and pass-through grants.

(3) Direct salaries and wages including all fringe benefits.

ORGANIZATION: Washington Dept. of Commerce

AGREEMENT DATE: 6/4/2019

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following fringe benefits are treated as direct costs:

OASI, MEDICARE, HEALTH/LIFE INSURANCE, DISABILITY INSURANCE, MEDICAL AID & INDUSTRIAL INSURANCE, AND RETIREMENT & PENSION.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 06/30/19, will be due no later than 12/31/19.

ORGANIZATION: Washington Dept. of Commerce

AGREEMENT DATE: 6/4/2019

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Washington Dept. of Commerce

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim - S

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

6/4/2019

(DATE) 7388

HHS REPRESENTATIVE:

Cora Coleman

Telephone:

(415) 437-7820



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: Washington State Department of Commerce
Street1: 1011 Plum Street SW
Street2:
City: Olympia
State: WASHINGTON
Zip Code: 98504-2525

2. Authorized Representative's Name and Title:

Prefix: Ms First Name: Diane Middle Name:
Last Name: 808882302 Suffix:
Title: Assistant Director

3. Phone: (360) 725-3142

4. Fax:

5. Email: diane.klontz@commerce.wa.gov

6. Year Established:
1889

7. Employer Identification Number (EIN):
910823820

8. DUNS Number:
808882302

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? ☐ Yes ☒ No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

☐ Yes ☐ No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

☐ Yes ☐ No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

☒ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

☒ Financial Statement Audit

☐ Defense Contract Agency Audit (DCAA)

☒ Other Audit & Agency (list type of audit):

Washington State Accountability Audit

☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☒ Within the last 12 months ☐ Within the last 2 years ☐ Over 2 years ago ☐ N/A

Name of Audit Agency/Firm: Washington State Auditors Office

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

☐ Unqualified Opinion ☒ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions ☐ N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 4

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$ 0

Were material weaknesses noted in the report or opinion? ☒ Yes ☐ No

13. Which of the following best describes the applicant entity's accounting system:

☐ Manual ☒ Automated ☐ Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

☒ Yes ☐ No ☐ Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure



- | | |
|--|--|
| 17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure |
| 18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure |
| 19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure |

PROPERTY STANDARDS AND PROCUREMENT STANDARDS

- | | |
|--|--|
| 20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure |
| 21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure |
| 22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure |
| 22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure |
| 23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure |

TRAVEL POLICY

24. Does the applicant entity:
- (a) maintain a standard travel policy? ☐ Yes ☐ No
- (b) adhere to the Federal Travel Regulation (FTR)? ☐ Yes ☐ No

SUBRECIPIENT MANAGEMENT AND MONITORING

- | | |
|--|---|
| 25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards |
|--|---|



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

☒ Yes ☐ No ☐ Not Sure
☐ N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

☒ Yes ☐ No ☐ Not Sure
☐ N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

☐ Yes ☒ No ☐ Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

Phone:

Email:

(d) Reason for "high risk" status, as set out by the federal agency:

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: jean Denslow

Date: 2020-03-22

Title: ☐ Executive Director ☒ Chief Financial Officer ☐ Chairman

☐ Other:

Phone: (360) 725-2739

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

1. Type of Federal Action: <input checked="checked" type="checkbox"/> B a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		2. Status of Federal Action: <input checked="checked" type="checkbox"/> B a. bid/offer/application b. initial award c. post-award		3. Report Type: <input checked="checked" type="checkbox"/> A a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: Department of Justice			7. Federal Program Name/Description: Edward Byrne Memorial Justice Assistance Grant (JAG) Program Fiscal Year 2020 CFDA Number, if applicable: 16.738		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: <u>Diane Klontz</u> Print Name: <u>Diane Klontz</u> Title: <u>Assistant Director</u> Telephone No.: <u>(360) 725-4142</u> Date: <u>4/1/2020</u>		
Federal Use Only:			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

**FFY 2020 JUSTICE ASSISTANCE GRANT APPLICATION
WASHINGTON STATE**

DISCLOSURE OF PENDING APPLICATIONS

The Washington State Department of Commerce does not have pending applications submitted within the last 12 months for federally-funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.